

TABS

Insert, Move and Deleting Tabs





Key things to know:

The Tab Button:- selects what tab you want to use (left, right, centre, decimal)

The Ruler:- click with mouse on ruler to place tab.

Tab Keyboard Key:- moves cursor to tab position ready to insert text.

INSERT TAB – select the type of tab and click on ruler

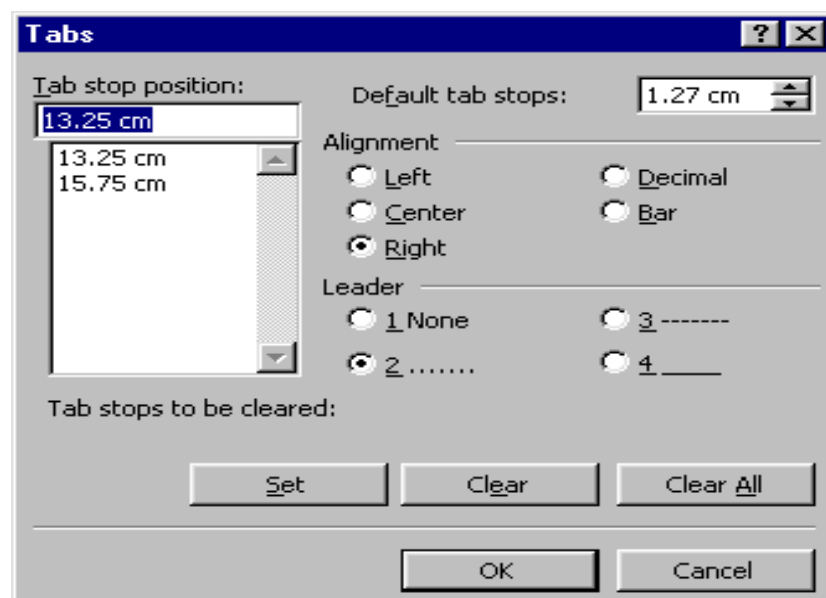
-  A **Left Tab** stop sets the start position of text that will then run to the right as you type.
-  A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.
-  A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.
-  A **Decimal Tab** stop aligns numbers around a decimal point.

MOVE TAB – slide tab key along ruler

DELETE TAB – pull tab key down off ruler

Tabs Dialog Box

ALSO - you can insert, move and delete tabs, or add and delete Leaders from the **Tab Dialog Box**. Find this under the **Paragraph group**, then click **Tabs Button**.



REMEMBER: (a) select all lines of a tabulated exercise before moving or adjusting a tab.
(b) delete all tabs before beginning a new exercise.